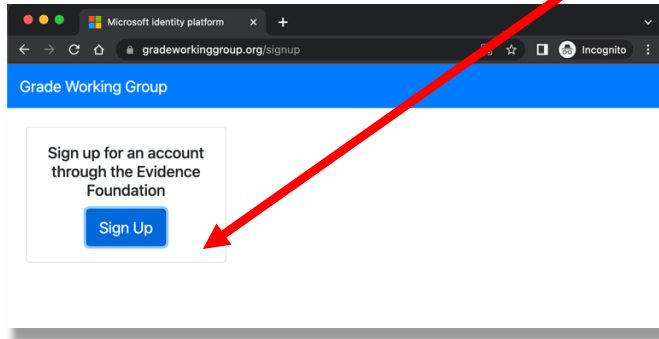


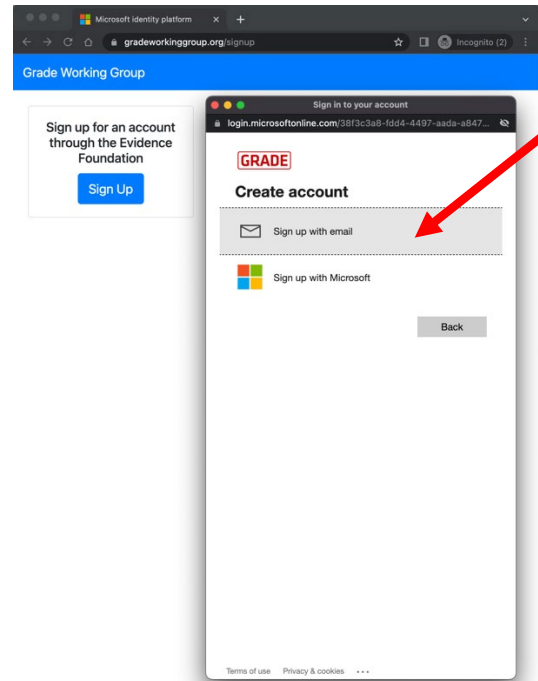
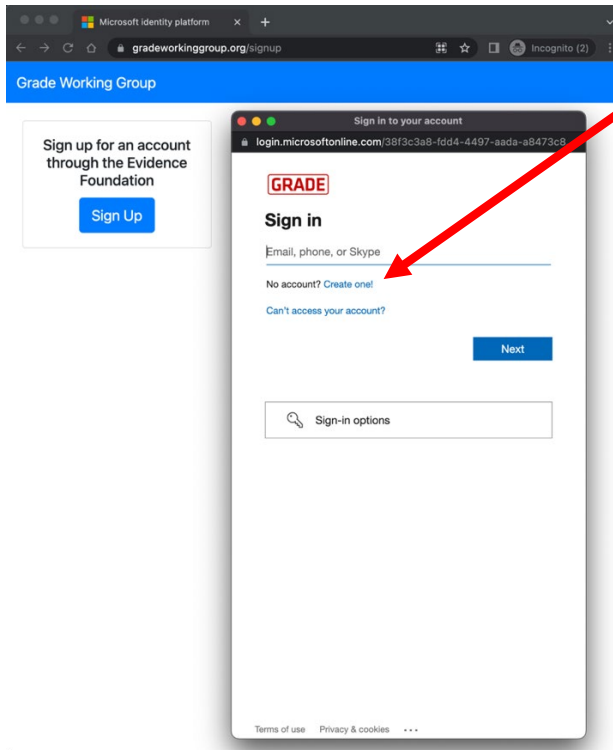
# GRADE working group Teams signup instructions and FAQ (v1.4)

Signing up with a **private email** (non-institutional; not associated with a Microsoft account etc.), such as a gmail account. Using an **institutional email**? See FAQ below

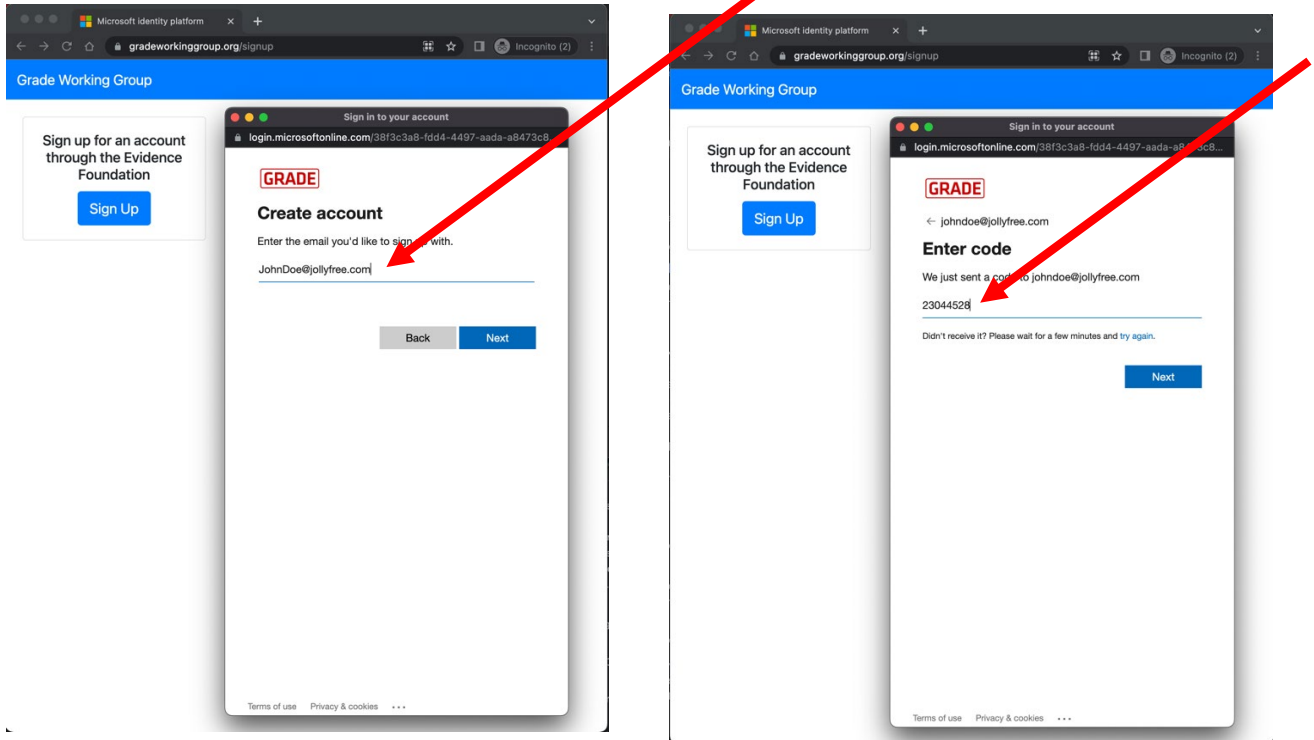
1. Go to: <https://www.gradeworkinggroup.org/signup>



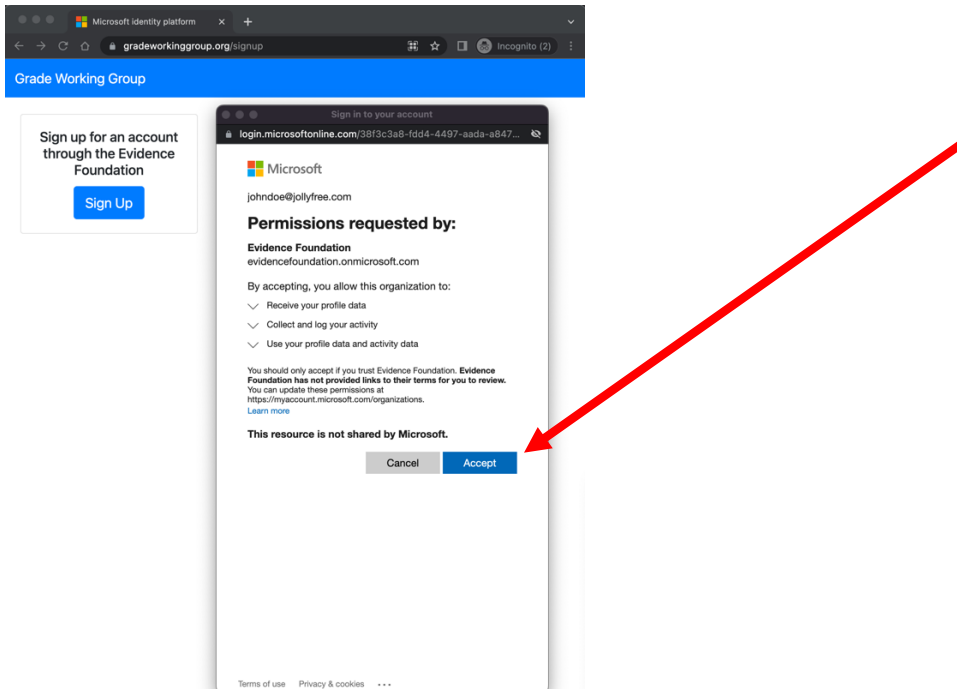
2. Click on blue "sign up" button, then select the blue link "No account? Create one!". If the blue link does not appear, and other Microsoft accounts are suggested instead, click "Use another account". Then the blue link "No account? Create one" will appear. Then, under create account: "Sign up with email"



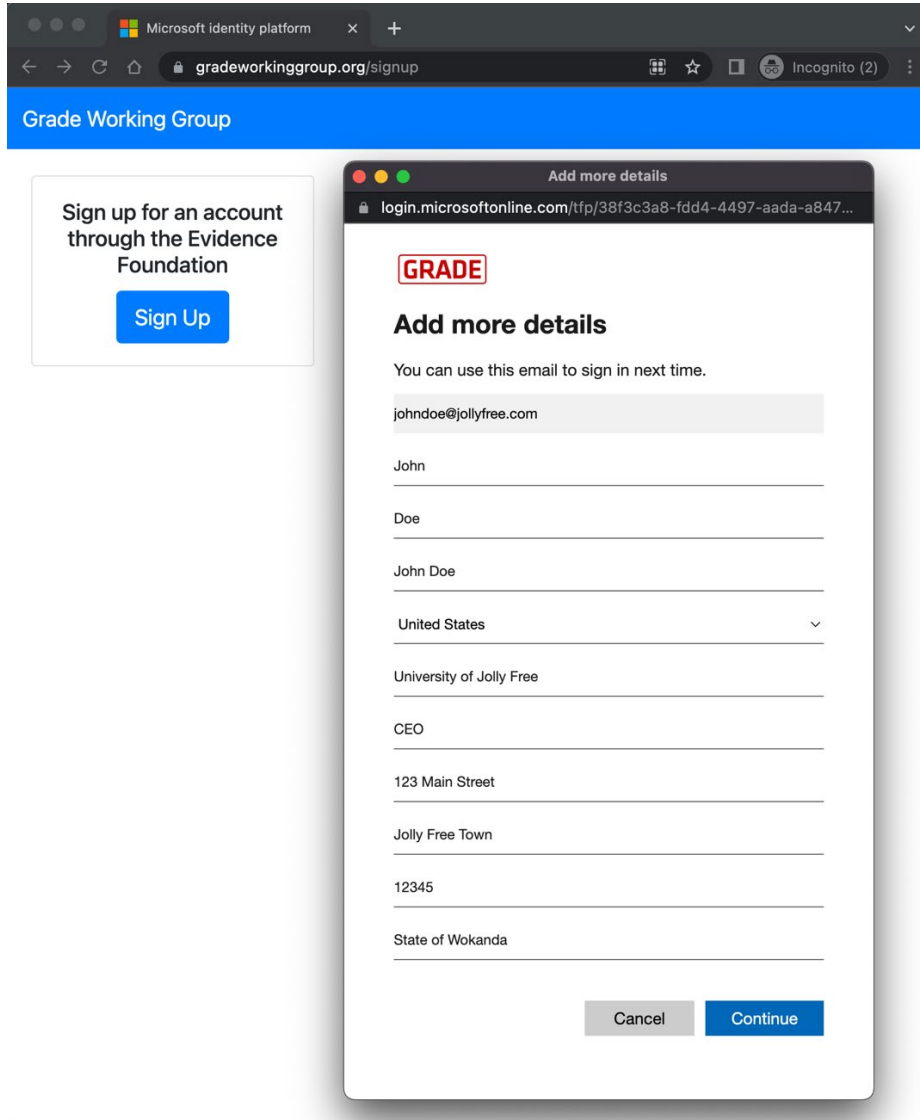
3. Click “Sign up with email”, then enter your personal email, then click “next” and confirm your email by entering the code that was sent to your personal email



4. Accept the permission request that the GWG and Evidence Foundation is allowed to store your profile data (name, email, organization etc.)



5. Please fill in the information requested. This will help us to know where in the world GWG members are located and what organization they are associated with. **Don't leave the "Display name" blank, because that is the name shown in Teams. If you leave it blank, your name in Teams will be "unknown".** Then click "continue".



6. Accept another permission request.

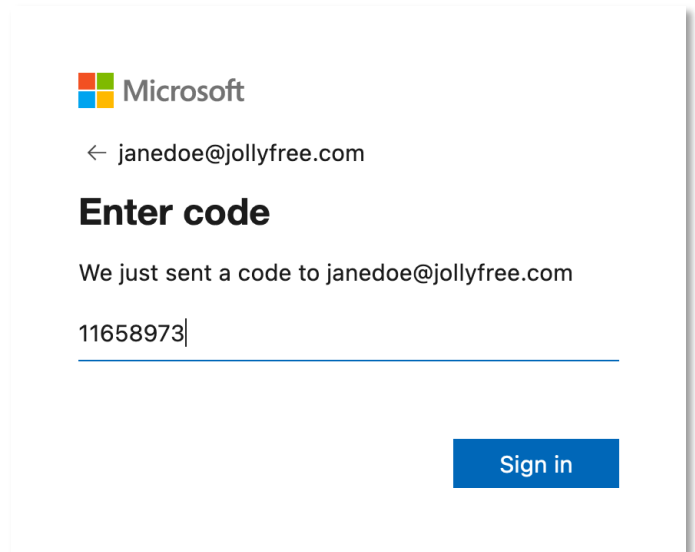
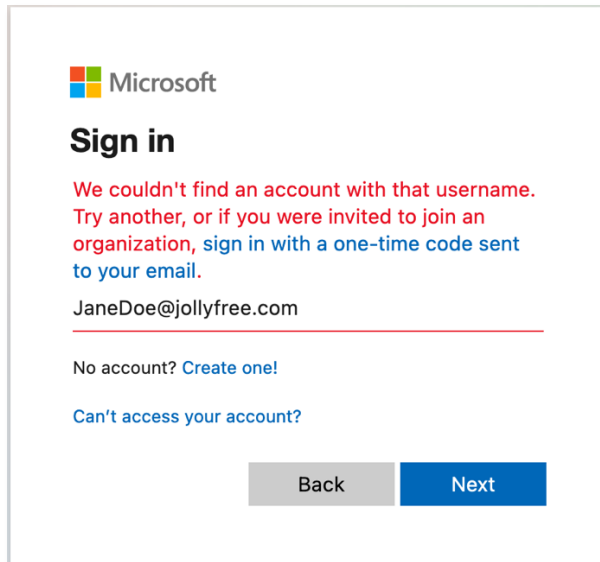
7. Congratulations, you now have successfully registered an account!

- **Please be aware that the automatic Teams access may take up to one hour after your registration is complete**

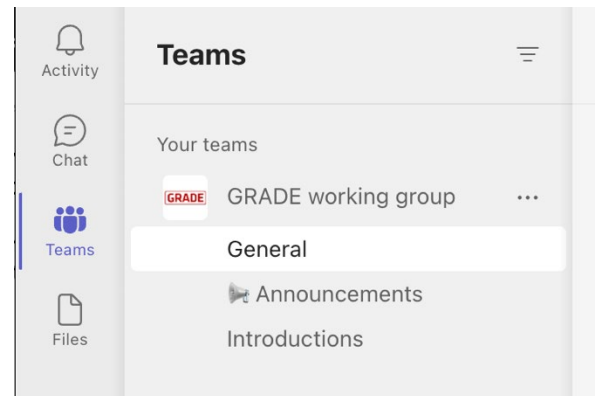
8. To access the GWG Teams channel:

- Go to <https://teams.microsoft.com>

- If a popup appears to suggest to download and install the Microsoft Teams app on to your computer, feel free to “cancel” and click on the “Use web app instead” link
- Enter your (private) email, e.g., a gmail account
- Scenario 1: If your private email address has never been associated with a Microsoft Teams access, you will initially get a warning message (see red text in screenshot):



- To sign in to the GWG, simply click on the blue text “sign in with a one-time code sent to your email”; enter the code and click “sign in”
- Any future sign ins: same process (enter email, receive code in email, get access). Note: no need to remember a password!
- Scenario 2: If your private email has been used for a Teams access in the past, you will now sign in with your username and password that you used when you signed up with Microsoft and a modal window will appear with your name. Click continue.



- Using an institutional email? See FAQ below on how to create an account and access the GWG Teams
- In GWG teams: Feel free to click on the “Introductions” channel and write a quick introduction for others to know you made it to our new GWG Teams!

## Frequently asked questions (v 1.3):

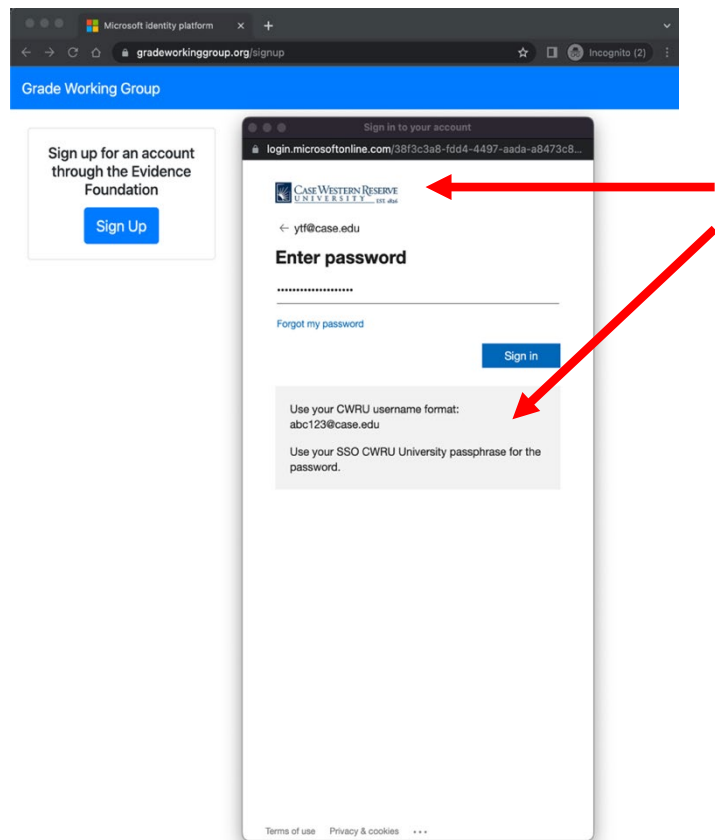
Q: **Can I use my current GWG email list server credentials** (username and password) to access Teams? No, unfortunately not. This is a new system and registration is required to access the GWG Teams.

Q: **I signed up to the Newsletter** – do I still need to sign up? Yes. The Newsletter is for the public, but you are joining the GRADE working group.

Q: Can I **register with a different email** address than the one I used for the original GWG email list? (Or, I can't remember which email address I used). Yes, you can use a different email address. Keep in mind: I'll be monitoring who signs up to avoid accounts that are not GWG members but rather people who intend to spam our Teams by comparing the submitted email address to the original email used in the master list from the original listserv. To avoid having your account deleted if you are not on the original list, send me an email to [mail@gradeworkinggroup.org](mailto:mail@gradeworkinggroup.org) before signing up for the new account. Please include your signature line at the end of the email which should include your full name and affiliated organization (if no organization, please include your address instead).

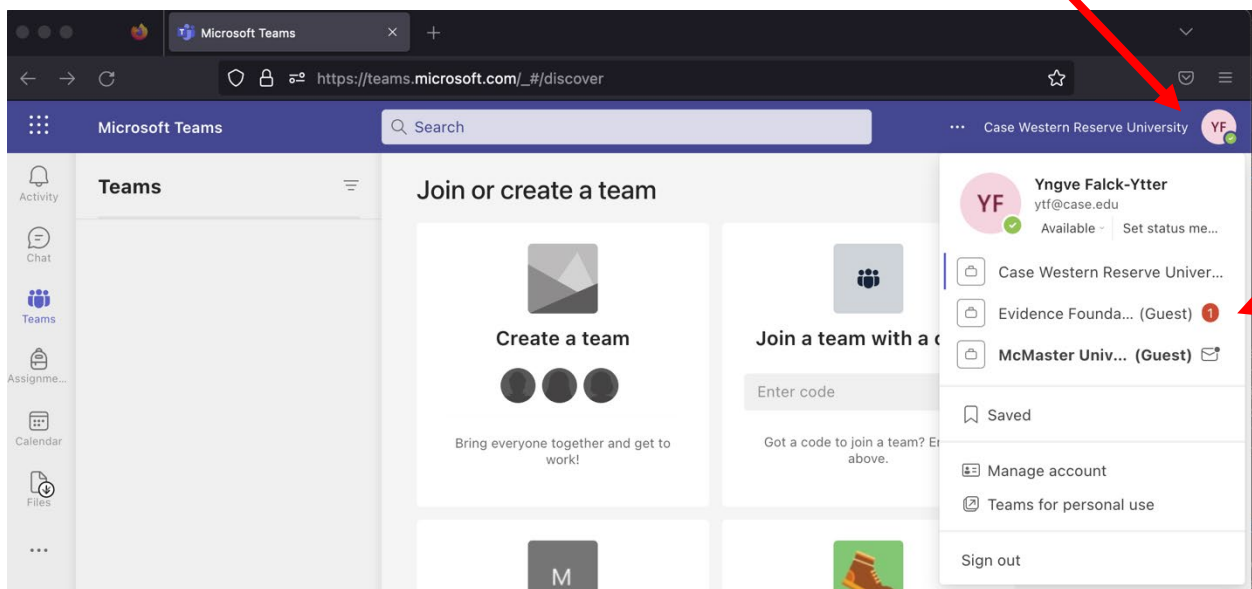
Q: What is the process when I **register with an institutional email** (i.e. University email)?

- You initially follow the same process (i.e. you have to click on the link "No account? Create one!"), but instead of creating a new account with a private email, you create and account with your institutional email
- If your organization is using a Microsoft authentication system (many do), then you will 1) see your institutional logo on top (in the screenshot: Case Western Reserve University) and 2) be prompted to use your Institutional password as outlined (no worries, your credentials are not transmitted to, or stored at the GWG/Evidence Foundation).



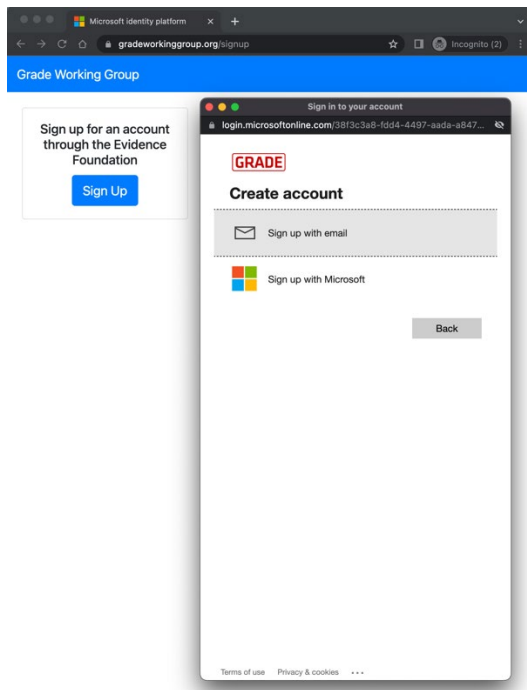
**Q: How to access Teams** when I registered with my **institutional email** (i.e. University email)?

- Go to: <https://teams.microsoft.com>
- Enter your institutional email
- You will be prompted to login with your institutional credentials
- As it is highly likely that your institution also uses Teams, you will now be logged into to your institutional Teams environment
- When you click on Teams icon on the left pane, you will NOT see the GWG Teams instance
- To access GWG Teams, click on your account icon on the right upper corner and you'll be able to find the Evidence Foundation GWG Teams channel as an option (among others, see screenshot below):



- You can now switch to any Teams you are a member of, e.g., the Evidence Foundation's GWG Teams
- Tip: If you are actively using multiple Teams every day and you find it cumbersome to frequently switch between teams, you can either 1) have multiple browser instances (e.g., use Chrome for your university Teams and Microsoft Edge for your GWG Teams), or 2) download the Microsoft Teams app and use the app and an additional browser instance, or 3) have one Teams instance on your mobile device (phone, tablet) and another on your laptop. That way you can receive notifications for several Teams during the day.

Q: Can I use my **Microsoft account** to sign up? Yes, you can. Select “Sign up with Microsoft” when you are about to create and account, as seen in the screenshot below.



Q: I was able to sign up but why **can't access the GWG Teams**? If you used an institutional email, see: “How to access Teams when I registered with my institutional email”. If it looks like you are in the Teams app (web or desktop app) but you can't see the GWG Teams, please try signing out and in again. Make sure the sign in process is the same as described in this document. If the system says “Use your windows credentials” it will likely not work. Make sure to uncheck “Keep me logged in”, particularly if you used different credentials in the past. Or use a different browser to see if that works.

Q: **I can't remember my password** to access the GWG Teams. How can I retrieve my password?

- If you used a **private email not associated with a Microsoft account**: there is no password. You enter your email, you get prompted to request a one-time code in your email, which you will use to access GWG Teams. The only thing you need to remember is which email you used to sign up.
- If you used an **institutional email or a Microsoft account**: you sign in to your Teams using your institutional (or Microsoft account) username and password – there are no GWG credentials (username or password) to remember. Then you click on your account icon on the right upper corner and then you switch to the Evidence Foundation's GWG Teams instance.

Q: I signed up for the new account, but I was **unable to sign into Team**. A: It may take up to one hour after your initial account sign up for the system to add you to Teams.

Q: I have **never used Teams** – how can I get help? When you access Teams for the first time, there will be an introductory video and/or help file. If this is not sufficient, several Teams videos from Microsoft are listed in YouTube, such as this one:

<https://www.youtube.com/watch?v=UoWHXrmlszg>

Keep in mind that not all features are currently enabled for guest users.

Q: Can we start using Teams for our **GWG project groups**? That could be an option. At this time, we are using the GWG Teams to replace the email list for announcements. Additional functionality can be added at a later time.

Q: Do I need to download and **install the Microsoft Teams** app (onto my computer, my phone, my tablet)? No, this is completely optional. You can run the Teams app in most modern browsers like Chrome, Microsoft Edge, or Firefox. It should also work on Safari, but you may get a warning. Let me know if you have any issues with Safari (I have not tested it extensively).

Q: When I run the **Teams app on my phone, can I still switch between Teams** from my different organizations (e.g., your university, your institution, GWG Teams etc.)? Yes, you can access all of those Teams by switching within the app. However, you only get the message notifications in the Teams you have currently selected.

Q: I **changed jobs** and need to change my email for Teams. Send me an email to [mail@gradeworkinggroup.org](mailto:mail@gradeworkinggroup.org) for instructions on how to register your new email.

Q: Will Teams **replace all other tools**, like Zoom or Dropbox etc.? No, you should continue to use the tools you are familiar with for now.

Q: I can access the GWG Teams through my web browser but **can't see the GWG Teams in the Teams gallery in the desktop Teams app** (right upper corner when selecting your account). There is a yellow warning triangle on other associated Teams. Please try restarting your computer and if that does not solve it try clicking on the warning triangle as this indicates a connection issue.

Q: What do I do if I **continue to receive an error message** when trying to sign into teams with a personal email account (i.e. not a work account and not a Microsoft account):

Either: "This username may be incorrect. Enter a different one or create a new one".?

Or: "This username may be incorrect. Enter a different one or create a new one."

Try using a browser that you don't use often and clear the cache completely (i.e. delete all saved cookies, all saved passwords, all files, all history etc.), to see if that resolves the issue.



Still having questions? Send me an email: [mail@gradeworkinggroup.org](mailto:mail@gradeworkinggroup.org)